

## DISTRICT PARK SUPERVISOR

### NATURE OF WORK

This is responsible supervisory work coordinating and administering a comprehensive maintenance program for a park district.

Work involves responsibility for directing the routine maintenance, repair and minor construction of city parks, parkways, trails, playground areas and other recreational facilities and equipment. General supervision is received from the Superintendent of Parks-Operations with work being reviewed through conferences and results achieved. Employees in this class have considerable latitude in carrying out assignments within established policies and procedures. Supervision is exercised over unskilled, semi-skilled and skilled employees as well as seasonal workers.

### EXAMPLES OF WORK PERFORMED

Prepares and administers an annual district budget and processes all related record keeping as per departmental requirements.

Manages a district work force; schedules the work of crews and equipment; monitors work in progress; routinely inspects grounds and facilities.

Interviews, hires, trains, evaluates, counsels, disciplines and terminates employees in accordance with current union contracts and personnel policies.

Enforces departmental policies and regulations and continually promotes safety and productivity through the use of seminars, manuals and related publications.

Determines short and long term maintenance goals for district.

Coordinates special events and projects with other sections, departments, agencies and outside groups; deals appropriately and effectively with the media.

Performs related work as required.

### DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of materials, methods and techniques commonly used in parks construction, maintenance activities, and maintenance of equipment.

Considerable knowledge of turf and grounds maintenance and related equipment.

Considerable knowledge of the hazards and safety precautions of the work.

Considerable knowledge of safe pesticide and related chemical usage.

Ability to efficiently plan, coordinate and supervise complex projects.

Ability to coordinate, supervise and evaluate the work of subordinate employees.

Ability to understand and effectively carry out detailed written and oral instructions.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with subordinates, coworkers and the general public.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by college-level course work in park management, horticulture or related field, and considerable experience in the repair, construction and maintenance of parks and park equipment and experience in a supervisory capacity.

#### MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent with considerable experience in the repair, construction and maintenance of parks and park equipment and experience in a supervisory capacity; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

#### NECESSARY SPECIAL REQUIREMENTS

Possession of a valid State of Nebraska driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

A Nebraska Certified Pesticide Applicator's license is required within six months of appointment.

Approved by: \_\_\_\_\_  
Department Head

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Personnel Director

9/73

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